

## Student Handbook

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# STUDENT CODE OF CONDUCT

Saint Mary's College of California

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## **Student Code of Conduct**

### **PREAMBLE**

As a community that celebrates its Catholic, Lasallian, and Liberal Arts traditions and receives inspiration in the life of our Founder, Saint John Baptist de La Salle, Saint Mary's College expresses these values in specific and intentional ways. The five Lasallian Core Principles of Faith in the Presence of God, Respect for All Persons, Inclusive Community, Quality Education, and Concern for the Poor and Social Justice give direction to and find expression among the College community. These five Lasallian Core Principles provide the framework through which our students conduct themselves and are consistent with College policies. Additionally, we embody restorative justice principles within our processes to address any harm or impact that may have been caused by an incident within the Saint Mary's College Community.

The general principles governing community life at Saint Mary's College are guided and informed by the Mission Statement of the College. All members of the College community are expected to read and have a working knowledge of its principles. The *Code of Conduct* and student discipline process are intended to:

- Create a responsible, civil, and intellectual educational community;
- Promote the respect of College and individual property;
- Create an environment in which all members of the community are treated with dignity, care, and respect; and
- Provide an environment that facilitates intellectual, personal, and spiritual development.

By voluntarily choosing to affiliate with the College, students are presumed to have knowledge of and have accepted the responsibilities outlined in the *Code of Conduct*, other College policies and the student discipline process. Claiming not to know the *Code of Conduct*, other College policies and the student discipline process is not considered a legitimate excuse or defense for violations of the *Code of Conduct* or other College policies.

### **ARTICLE I: DEFINITIONS**

1. **"Administrative Hearing Officer (AHO),"** means a College official authorized on a case-by-case basis by the Dean of Students, or designee, to impose sanctions upon any student(s)

found to have violated the Code or other College policy. The Dean of Students, or designee, may authorize an Administrative Hearing Officer to serve simultaneously as a member of a Disciplinary Hearing Board.

2. **"Appeal Board"** means any person(s) authorized by the Dean of Students, or designee, to consider an appeal from a student discipline process determination as to whether a student has violated the Code or from the sanctions imposed by the Administrative Hearing Officer, Peer Conduct Council or Disciplinary Hearing Board.
3. **"Bystander"** means anyone who observes an emergency or a situation that looks like someone could use some help, and they must then decide if they are comfortable stepping in and offering assistance.
4. **"Campus"** includes all land, buildings, facilities, and other property in the possession of or owned, used, operated, or controlled by the College.
5. **"Campus Security Authority"** means any campus officials with significant responsibility for student and campus activities.
6. **"Code," "Code of Conduct or "Student Code of Conduct"** means the document administered by the Office of Community Life that sets forth the community standards and procedures necessary to maintain and protect an environment conducive to learning and in keeping with the educational objectives of Saint Mary's College.
7. **"College"** means Saint Mary's College of California.
8. **"College official"** includes any person employed by the College and who is acting within the course and scope of his or her College employment or leadership role (e.g., Resident Advisor).
9. **"Complainant"** means any person who submits, either orally or written, a report of conduct alleging a violation of the Code and/or College Policy. When a student believes that they have been a victim of another student's misconduct, the student who believes they have been a victim will have the same rights under this Code as are provided to the Complainant, even if another member of the College community submitted the report of conduct.
10. **"Confidentiality"** means ensuring that information is accessible only to those authorized to have access. Confidentiality refers to the agreement between the investigator and participant in how data will be managed and used.
11. **"Day"** means a day when the College is open for business, regardless of whether classes are in session. In determining deadlines as set forth in the student discipline process, reference to number of "days" prior to or after an occurrence of an event shall not include the day of the event.
12. **"Disciplinary Hearing Board (DHB),** means any person(s) authorized by the Dean of Students, or designee, to determine whether a student has violated the Code or other College policy and to determine sanctions that will be imposed when a rules violation has been committed.
13. **"Handbook"** means the Student Handbook and is also synonymous with *Code of Conduct* and *Code* and includes all policies and processes related to the college.
14. **"Investigation"** means the act or process of investigating or the condition of being investigated, a detailed or careful examination for ascertaining facts related to an allegation of violation(s) of the Code of Conduct.
15. **"Organization"** means any number of persons who have complied with the formal requirements for College recognition.
16. **"Peer Conduct Council," or "PCC"** means any student(s) authorized by the Dean of Students, or designee, to determine whether a student has violated the Code or other

College policy and to recommend sanctions that may be imposed when a rules violation has been committed.

17. **"Policy"** means the written regulations of the College as found in, but not limited to, the Code, Undergraduate Student Handbook, the College Catalog, the College web page and Technology Use policy, and Undergraduate Catalogs.
18. **"Privacy"** means the control over the extent, timing, and circumstances of sharing oneself (physically, behaviorally, or intellectually) with others. Privacy refers to persons and their interest in controlling the access of others to themselves.
19. **"Possession"** is interpreted as being in the known presence of articles. Students encountered in locations where drugs, alcohol, weapons or explosives, or other misconduct is evident will normally be considered in violation, even if they do not have the prohibited items on their person at the time they are encountered.
20. **"Respondent"** means any student accused of engaging in conduct in violation of this Code or other College policy.
21. **"Responsible Employee"** is any employee who has the authority to take action to redress sexual violence; or whom a student could reasonably believe has this authority or duty.
22. **"Restorative Justice"** is a philosophical approach that embraces the reparation of harm, healing of trauma, reconciliation of interpersonal conflict, reduction of social inequality, and reintegration of people who have been marginalized and outcast.
23. **"Retaliation"** means threats or other forms of intimidation against a student or employee for bringing forth a complaint of any alleged discrimination, harassment (including sexual) or of any other violations of College policies including, but not limited to, the Student Code of Conduct.
24. **"Shall"** and **"will"** are used interchangeably in this Handbook, and are intended to have the same meaning, i.e., to express a certainty of outcome, a requirement, or an absence of discretion or choice.
25. **"Student"** includes any person participating in the traditional undergraduate or graduate program by taking courses at the College, either full-time or part-time, taking credit/no credit classes, or having resident or non-resident status, including when studying abroad in connection with a College-sponsored program. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered students.
26. **"Title IX"** means the Education Amendments of 1972 that prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Title IX is enforced by the Department of Education through the Office of Civil Rights.

## **ARTICLE II: CODE OF CONDUCT AUTHORITY**

1. The authority to enforce the Code and other College policies is delegated by the President to the Provost and by the Provost to the Vice Provost for Student Life and then to the Dean of Students, who, is charged with overseeing and administering the student discipline process. The Dean of Students, or designee, shall determine the composition of the pools of the Peer Conduct Council, Administrative Hearing Officers, Disciplinary Hearing Board, and Appeals Board. The Dean of Students, or designee, determines which Administrative Hearing Officers, Peer Conduct Council members, Disciplinary Hearing Board members or Appeals Board members shall be authorized to hear each matter.

2. The Dean of Students, or designee, shall develop policies for the administration of the student discipline system and procedural rules for Administrative Hearings, Peer Conduct Council panels, Disciplinary Hearing Board panels, and Appeals Boards that are consistent with provisions of the Code and/or other College policies.
3. Decisions made by an Administrative Hearing Officer, Peer Conduct Council, and/or Disciplinary Hearing Board shall be final, pending the conclusion of the normal appeal process.

### **ARTICLE III: PROSCRIBED CONDUCT**

#### **A. Jurisdiction of the Code of Conduct**

The Code shall apply to conduct that occurs on campus, at College sponsored activities, and to off-campus conduct that adversely affects the College environment and/or the pursuit of the College community's objectives. Each student shall be responsible for his/her conduct from the time of enrollment for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students, or designee, shall decide whether the Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

Students are expected to conduct themselves as mature and responsible members of the campus, local, and any community in which the student resides while a student at Saint Mary's College of California. This policy also applies to students studying abroad, either in a program sponsored by Saint Mary's College of California, or otherwise. As such, students are responsible for upholding all federal, state and city laws and ordinances, including those related to noise, traffic, parking, zoning and consumption of alcohol. In addition, as responsible members of society, students are expected to foster an atmosphere that nurtures positive educational pursuits, the development of understanding and tolerance of those with different cultural and political points of view and an environment that encourages responsible behavior in the community.

Discipline may be imposed if:

1. The off-campus conduct is specifically prohibited by law or the Code of Student Conduct;
2. The off-campus conduct demonstrates that the continued presence of the student on campus presents a danger to the health, safety, or welfare of the campus community, is disruptive to the orderly conduct, processes and functions of the College, or is intimidating or threatening to the campus community or member of the campus community; or
3. The off-campus conduct is of such a serious nature that it adversely affects the students' suitability to remain a part of the campus community.

#### **B. Conduct—Rules and Regulations**

Students are subject to disciplinary sanctions when acting contrary to the general principles outlined in the Code's Preamble. Included are violations of any College policy, rule, or regulation published in hard copy or available electronically on the College website or violation of any federal, state or local law. The commission, aiding, abetting, attempting,

inciting, and/or complicity in of any of the following constitutes an offense for which a student or student organization may be subject to the student discipline process. This list does not define misconduct in exhaustive terms and may not describe all potential violations. Examples of specific incidents of contrary action are outlined below.

1. **Dishonesty** - Acts of **dishonesty**, including but not limited to the following:
  - a. Furnishing false information to any College official, staff or faculty member, or department.
  - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - c. Possessing or distributing unauthorized College keys.
2. **Disruptive Conduct** - All members of the College community are entitled to be a part of and are responsible for maintaining an environment of civility that fosters respect, peace, self- dignity, tolerance, and freedom of expression. Therefore, the community expects that students will avoid **disruptive conduct** that includes, but is not limited to action that impairs, interferes with or obstructs the orderly conduct, processes and functions of the College and covers acts and attempted acts, regardless of whether the act or attempt was deliberate and whether the potential outcome was intended.
  - a. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities either on or off campus.
  - b. Self-destructive conduct that may endanger not only the person acting in that manner, but also impacts the entire community. The College will take into account factors that impact or cause such conduct including, but not limited to, suicidal ideation, threats or attempts, eating disorders and cutting and other self- mutilation.
  - c. Interference with the freedom of movement or speech of any person or guest of the College.
  - d. Interference with the rights of others to enter, use or leave any College facility, service or activity, or inappropriate or disruptive behavior in the classroom.
  - e. Intentional misuse, disabling of or tampering with any fire alarm, firefighting or safety equipment or issuing, falsely or not, a bomb threat or other warning of impending disaster is prohibited.
  - f. Hindering another's exit or failing to exit during an alarm or evacuation or intentionally starting or attempting to start a fire on campus is prohibited.
3. **Disorderly Conduct** - The College endeavors to be a community that nurtures the growth and development of all of its members, demonstrates respect for one another, is sensitive to differences, and engages in interactions based on a standard of fairness. Therefore, the community expects that students will avoid conduct that is **disorderly** in nature which subsequently threatens, harms or interferes with members of the College community, including but not limited to, conduct such as:
  - a. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
  - b. Violence, being unruly, disturbing the peace and/or fighting.
  - c. Public intoxication.
  - d. Indecent or obscene conduct, whether on or off campus, including, but not limited to, in person communication, third party communication, and/or electronic communication.

- e. Hosting guests who act in a disorderly or disruptive manner.
  - f. Aiding, abetting, or procuring another person to breach the peace on campus or at functions sponsored by, or participated in by, the College or members.
  - g. Conduct toward another student and/or employee that has the observable effect of unreasonably interfering with that individual's ability to work or to participate in the educational benefits at the College.
4. **Damage to Property, Vandalism and Unauthorized Use** - College community members are expected to respect College property, the private property of other members of the College community and the property of the larger community in which we live. **Damage to property, vandalism and unauthorized use** includes, but is not limited to:
- a. Damaging, vandalizing or tampering with property owned, operated or controlled by the College or one of its members (i.e. students, faculty, staff or visitor) is prohibited. The theft, attempted theft, or the unauthorized use or possession of property or services owned or controlled by an individual or the College regardless of location.
  - b. The entry of, or attempt to enter, any College owned or operated building or facility, or property within the surrounding campus community, without authorization or a legal right to do so, or except with such authority or right, against the will of the occupant or the individual in charge of the building or facility. Unauthorized presence on, in or within any building or property owned or operated by the College, including roofs, balconies or other areas that are not designated as acceptable.
  - c. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College campus.
5. **Illegal Drugs** - The sale, use, possession, manufacturing, or distribution of **illegal drugs**, or being under the influence of controlled substances or illegal drugs, and/or the sale, use, manufacturing or distribution of drug paraphernalia, except as permitted by law or College policy (refer to Alcohol & Other Drugs Policy).
6. **Sale, Use, Possession, Distribution, or Under the Influence of Alcohol** - The sale, use, possession, or distribution of alcohol or being under the influence of **alcohol**, except as permitted by law or College policy (refer to Alcohol & Other Drugs Policy).
7. **Intimate Partner Violence, Non-Consensual Sexual Contact, Sexual Assault, Sexual Misconduct, and Stalking** - Engaging in non-consensual sexual conduct with another person as defined in the College's *Policy Prohibiting Discrimination, Harassment, Sexual Assault, Sexual Misconduct, and Retaliation (including intimate partner violence, non-consensual sexual contact, sexual assault, sexual misconduct, and stalking)* is a form of discrimination prohibited not only by these policies, but, also, by the law (refer to Title IX policy).
8. **Hazing** - "Hazing" means any action or situation which (a) endangers or adversely affects the mental or physical health or safety of another person or persons; (b) would cause extreme embarrassment or adversely affect the dignity of another person or persons; or (c) causes another person or persons to destroy or remove public or private property. This includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, alcohol, drug or other substance, any activity which would subject an individual or individuals to extreme mental stress, such as sleep deprivation or forced exclusion from social contact. Hazing with or without the consent of a student is prohibited. Initiations or activities of student organizations are prohibited from

including any feature that is dangerous, harmful, or degrading to the student. A violation of this prohibition renders both the organization and participating individuals subject to discipline. Any student who knowingly witnesses or acquiesces in the presence of hazing is also subject to discipline. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

9. **Weapons and Explosives** - Knowledge of or the possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item in a manner that harms, threatens or causes fear to others. All weapons or explosives will be impounded and are subject to forfeiture without reimbursement or return to the person from whom they were confiscated.
  - a. **Weapons** include, but are not limited to, studded wristbands, nunchakus, firearms, replica weapons, knives, swords, air-powered guns (including, but not limited to, paintball guns, BB guns, and CO<sub>2</sub> guns), Stun guns, Tasers or any object that normally would not be considered a weapon, but by alteration, modification or redesign, or by intended use, would be readily recognized or considered as a weapon by any reasonable and prudent person.
  - b. **Explosives** include, but are not limited to, firecrackers, ammunition, and fireworks.
10. **Illegal Gambling** - Engaging in illegal **gambling** activities as defined by federal, state, or local law, is prohibited. Using College owned or controlled technology equipment for gambling is prohibited.
11. **Abuse of Technology** - Any abuse of computer facilities and resources, including but not limited to any violation of the College's **Technology Policy**.
12. **Failure to Comply** - Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
13. **Misuse of the Student Discipline Process** - Misuse of the discipline process may result in additional disciplinary fines and include, but are not limited to:
  - a. Failure to comply with notice from a College official to appear for a meeting or hearing as part of the student discipline process.
  - b. Falsification, distortion, or misrepresentation of information before any College official.
  - c. Disruption or interference with the orderly conduct of a student discipline hearing proceeding.
  - d. Institution of a Code proceeding in bad faith.
  - e. Attempting to discourage an individual's proper participating in, or use of, the Code process.
  - f. Attempting to influence the impartiality of a College official, a Disciplinary Hearing Board panel member, or a Peer Conduct Council panel member prior to, and/or during the course of, the student discipline hearing proceeding. Harassment (verbal or physical) and/or intimidation of a College official, a Disciplinary Hearing Board panel member, or a Peer Conduct Council panel member prior to, during, and/or after a student conduct code proceeding.
  - g. Failure to comply with the sanction(s) imposed under the Code.
  - h. Influencing or attempting to influence another person to commit an abuse of the student discipline process or other College policy.



14. **Retaliation and/or Violation of Interim Protections** - Threats or other forms of intimidation and/or retaliation against a student or employee for bringing a complaint of any alleged discrimination, harassment (including intimate partner violence, non-consensual sexual contact, sexual assault, sexual misconduct, or stalking) or of any other violations of College policies, including but not limited to the Student Code of Conduct, are prohibited. This prohibition includes threats or other forms of intimidation and/or retaliation against the family or friends of a student or employee who brings a complaint under this policy, or those who assist a student or employee in bringing a complaint, or those who participate in an investigation and/or student discipline process for an alleged violation of the Student Code or other College policy. Retaliation is a violation of College policy and may also be a violation of the law. Interim protections mean steps the College takes to reasonably protect employees and students during an investigation and/or student discipline process.

**C. Violation of Law and College Discipline**

The College's student discipline process is applicable to conduct which occurs on College owned or controlled premises or at activities which the College sponsors or recognizes (including, but not limited to, off-campus sanctioned events, sporting activities, study abroad, and travel), off-campus conduct between or among the College's students, or any activity of which the Dean of Students, or designee, has notice and in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred. Therefore, the student discipline process may be activated, at the discretion of the College, for alleged violations which occurs off-campus and when such actions by its students might adversely affect other students enrolled at the College or individuals visiting the College campus, the interests of the College community, the pursuit of College objectives and/or the surrounding community.

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed under the Code, the College may advise off-campus authorities of the existence of the Code and of how such matters are administratively handled within the College community. The student discipline process is separate from, and will proceed without regard to, any criminal or civil proceedings. Consistent with the College's obligations under applicable law, the College will attempt to cooperate with law enforcement and other agencies in their enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus policies or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

**Article IV: Code of Conduct Procedures**

The following procedures are designed to offer a fair process in determining, and when appropriate, sanctioning students for violations of the Code and other College policies, but should not be confused with standards or procedures that apply in civil, criminal, or external

administrative legal settings. The College's procedures are educational and intended to address the impact of the behavior.

**A. Reports/Complaints of Alleged Misconduct**

Anyone, including but not limited to students, staff or faculty, who believes a student or student organization is in violation of College policy or the Code of Conduct, may submit a report or complaint to the Dean of Students, or designee. All reports of conduct must be made prior to the actual physical receipt by the respondent of the degree from the College.

A report of conduct should include:

- The name of the student(s), or student organization, alleged to have violated the Code or other College policy;
- A clear factual statement describing the nature of the conduct (date, time, place, witnesses); and;
- The name(s), address(es) and telephone number(s) of those filing the report.

Reports shall be brought as soon as possible after the alleged conduct occurs. Prompt reporting will enable the College to investigate the facts, determine the issues, and provide an appropriate remedy or disciplinary action regardless of a police report being filed. The College shall respond to reports brought after one year to the greatest extent possible, taking into account the amount of time that has passed since the alleged conduct occurred.

**B. Review of Alleged Misconduct**

The Dean of Students, or designee, will review all reports of misconduct to determine which, if any, sections of the Code and/or other College policies were allegedly violated and refer the case to the appropriate resolution process. In certain cases, an investigator may be appointed to gather additional information.

After reviewing the alleged misconduct and any available supporting information, the Dean of Students or designee will determine whether to dismiss the complaint, utilize some form of conflict resolution, or to bring charges against the student or student organization.

**C. Notice of Charges**

If there is support that a violation of the Code of Conduct has occurred, the Dean of Students or designee shall prepare a written notice of alleged misconduct. This notice shall be addressed to the student who allegedly violated the Code of Conduct (Respondent). This notice of charges shall be delivered electronically to the Respondent through the College's designated student email system regardless of where the student resides, or, if necessary, by any other means designed to ensure the Respondent receives the notice.

This notice shall identify a time and date for the Respondent to meet with the Dean of Students or designee to discuss the Code of Conduct, procedures, and resolution options available.

**D. Resolution Pathway Options**

To resolve complaints or reports of misconduct, there are a number of available resolution pathways. The appropriate resolution pathway will be determined by the Dean of Students or designee after a review of available information. The following are available options:

- Informal Conflict Resolution
  - Agreed Resolution
  - Hearings
    - Peer Conduct Council Panel
    - Administrative Hearing Officer Review
    - Disciplinary Hearing Board
1. Informal Conflict Resolution - Informal Conflict Resolution processes such as mediation, facilitated dialogue, restorative justice circles and informal agreements allow individuals involved in a conflict to have significant influence of the resolution process. If all persons directly affected by the misconduct or conflict agree to attempt resolution through one of these processes, and the Dean of Students or designee believes the process is an appropriate form of resolution, arrangements will be made for this type of resolution pathway. Please note, the nature of some misconduct or conflicts, especially those involving violence may render this option inappropriate.

If a resolution is not achieved through this process, a matter may be referred to another option for resolution. Also, resolutions reached through this process may not be appealed.

2. Agreed Resolution - In situations that have been investigated and are to be heard by the Disciplinary Hearing Board (DHB), the Dean of Students or designee and the respondent may agree on the facts and, if warranted, identify mutually agreeable sanction(s) to be imposed. In such a case, the agreed upon facts and sanction(s) shall be reduced to writing, dated, and signed by the respondent.

An Agreed Resolution shall be final and not subject to subsequent proceedings unless the Complainant submits a written objection to cancel the Agreed Resolution within 3 days of the date it was signed by the respondent.

In situations where the Dean of Students or designee and the respondent cannot agree to the facts and sanctions to be imposed, the case shall be referred to the DHB for a determination in accordance with outlined procedures.

3. Hearings - There are three available hearing options which are used for determining responsibility when a student or student organization has been alleged to have violated the Code of Conduct. The Dean of Students or designee will decide which option will be used.
  - *Burden of Proof* - The burden of proof shall be on the College, which must find that the violation was committed by the charged student or student organization by a preponderance of the evidence. In other words, the College must demonstrate that it was more likely than not that the student or student organization committed the alleged violation.
  - *Participation* - Students are expected to participate in the student discipline process when they are called to an Administrative Hearing, Peer Conduct Council, or Disciplinary Hearing Board as a complainant, respondent or witness. Should a student fail to appear when proper notification has been given or should the student fail to provide a statement during the hearing, the hearing will proceed without benefit of that student's input. Meetings

with Administrative Hearing Officers, Peer Conduct Council, and Disciplinary Hearing Boards will be scheduled taking into consideration the student's regular academic schedule only.

- *Advisors* - Students have the option of choosing any advisor, including an attorney, to accompany them through the discipline process. The advisor is not an advocate for the student in the proceedings and may not address the hearing body or speak on behalf of the student. The advisor may speak with the student privately and in a manner that is not disruptive to the hearing or student discipline process. The respective student's advisor may be present at any time at which the student they are advising is meeting with the hearing body or other member of the College staff regarding the disciplinary matter and at which the student wishes for them to be present. A list of advisors can be obtained from the Dean of Students, or designee.

The advisor is obligated to maintain the confidentiality of the nature of the allegation(s), the content of the student discipline process, and the privacy of the complainant, respondent, and any witnesses known to the advisor. Students are strongly encouraged to choose an advisor to assist them in the discipline process; however, it is the student's decision as to whether to seek an advisor and, if so, who that advisor will be. Students can also choose to change their advisor. The student must inform the Dean of Students, or designee, of any advisor changes. Advisors may be dismissed from any proceedings if they disrupt the process. When an advisor impedes the process by being disruptive, it takes this away from the student's experience.

In cases that violate the *Policy Prohibiting Discrimination, Harassment, Sexual Assault, Sexual Misconduct, and Retaliation (includes intimate partner violence, non-consensual sexual contact, sexual assault, sexual misconduct, and stalking)*, both the complainant and respondent have the option of choosing an advisor to accompany them through the process. Members of the DHB assigned to the case, the investigator, or individuals who will be serving as a witness or as another person involved in the case may not serve as an advisor.

A list of individuals who have volunteered and have been trained in the discipline process to serve as advisors in intimate partner violence, non-consensual sexual contact, sexual assault, sexual misconduct, and stalking cases is available from the Dean of Students, or designee, to both the complainant and the respondent. Students are not limited to this list and may be accompanied by an advisor of their own choice.

- *Rules of Evidence* - Civil or criminal rules of evidence shall not apply, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless it is demonstrated by the student alleging the deviation that there is significant prejudice to the final outcome of the discipline proceeding as it affects the student sanctioned or the College. The results of lie detector tests will not be accepted in student discipline investigations or proceedings. Tape recordings are not made or permitted in any phase of the discipline process.

- *Review of Records* - Student discipline documents (including, but not limited to, contact reports, Public Safety reports and statements) may be reviewed on site at the College by the complainant and/or the respondent, but may not be duplicated or photographed.
- *Confidentiality/Privacy* - Every reasonable and appropriate effort will be taken by all involved staff to protect the privacy of all individuals involved in a student discipline proceeding, as well as the confidentiality of the details and content of the student discipline process, including, but not limited to the preliminary investigation, hearing, appeal process, and except where permitted by College policy and consistent with applicable law, the sanctions imposed and on whom. However, the College cannot guarantee absolute confidentiality. Students involved in the student discipline process, either directly, or as a witness, are expected to maintain the confidentiality of the process and be mindful of the privacy of others involved.
- *Truthfulness* - All individuals participating in the student discipline process are expected to tell the full and complete truth in all disciplinary matters. In order to ensure this is possible, individuals participating in student discipline hearings regarding an alleged violation of the *Policy Prohibiting Discrimination, Harassment, Sexual Assault, Sexual Misconduct, and Retaliation (includes intimate partner violence, non-consensual sexual contact, sexual assault, sexual misconduct, and stalking)* will not be charged and held responsible for minor violations of the Code or other College policy. However, if there is a concern about a student's safety and/or use of alcohol and other drugs, the College may recommend counseling or other educational resources to the affected student.

a) **Administrative Hearing Officer (AHO) Review**

This type of hearing involves a trained faculty or staff member who is serving as the AHO. These individuals are selected by the Dean of Students or designee. This individual will meet with students who have been charged with a violation of the code or other College policy.

The AHO will meet with the student(s) to:

- Discuss the report of alleged conduct,
- The hearing officer investigates the case thoroughly and asks questions of the complainant, and if deemed appropriate to the case, may ask questions of the respondent and witnesses identified by either the complainant and/or respondent.
- Determine an appropriate finding:
- If responsible, impose appropriate sanctions
- The outcome will be communicated to the respondent in writing generally within seven (7) business days; however, unavoidable delay in providing notice of outcome is not an available ground for appeal.

b) **Peer Conduct Council (PCC)**

This type of hearing involves a panel of three (3) trained students of which one (1) will be identified to serve as chair. The Chair's responsibility is to facilitate the proceeding in accordance with the Code of Conduct. The PCC pool consists of approximately ten (10) students. The Dean of Students, or designee, determines membership from applications submitted by students.

It is required that PCC members exhibit the highest ethical standards, disqualify themselves if they believe they cannot be impartial and/or fulfill their obligation to maintain the confidentiality of the process and dignity and privacy of the complainant, the respondent, and any witnesses before, during, and after the process consistent with applicable laws and College policy governing student privacy rights. In addition, the Dean of Students, or designee, is charged with deciding, at his/her sole discretion, whether a PCC member can be impartial or respectful of the confidentiality of the process and the privacy of the individual(s) involved. The decision of the Dean of Students, or designee, is final.

PCC panel is conducted according to the following general guidelines:

- The Chair of the PCC panel will explain the procedures.
- The Chair will read (if written) or explain (if oral) the alleged violation(s) of the Code or
- The complainant (if available) and respondent will be asked to make a statement regarding the allegation(s) of the complaint.
- PCC individually asks questions of the complainant (if applicable) and the respondent. As the PCC deems appropriate to the case, they may ask questions of witnesses identified by either the complainant and/or respondent.
- After all questions have been asked, and if they choose, the complainant and the respondent may make a closing statement to the PCC.
- PCC will then meet in private and, based on their interviews, will deliberate on the information provided and determine an appropriate finding and recommend sanctions in instances where there is a finding of responsibility.
- The outcome will be communicated to the respondent in writing generally within seven (7) business days; however, unavoidable delay in providing notice of outcome is not an available ground for appeal.

c) **Disciplinary Hearing Boards (DHB)**

This type of hearing is generally reserved for alleged violations involving sexual assault, non-consensual sexual contact, intimate partner violence, sexual misconduct, stalking, and retaliation. A DHB may also convene and determine responsibility concerning individual student and/or student organization disciplinary situations involving egregious alleged violations of the Code of Student Conduct and College policies that may result in suspension or expulsion.

In cases where a DHB is assigned, the Dean of Students, or designee, will meet with the complainant and the respondent separately to explain the student discipline process and obtain from each a written statement and list of witnesses, if any, who have information pertinent to the incident.

The Complainant(s) and Respondent(s) will receive a “First Notice of Violations” at, or before, the beginning of the College’s investigation.

The DHB members consist of a pool of trained faculty and staff. The Dean of Students, or designee, determines membership from faculty nominated by the Chair of the Faculty Senate, and other staff or faculty of the College as recommended to the Dean of Students, or designee. An Investigator is generally called to investigate a case and determine findings of facts and credibility of students involved. A DHB determines responsibility for credibility and allegation(s) involving sexual assault, non-consensual sexual contact, intimate partner violence, sexual misconduct, stalking and/or retaliation.

It is expected that the DHB and Investigator for each case will act ethically in their duties and responsibilities and will disqualify themselves if they believe they cannot be impartial and/or fulfill their obligation to maintain the confidentiality of the process and the dignity and privacy of the complainant, the respondent, and any witnesses before, during, and after the process consistent with applicable laws and College policy governing student privacy rights. In addition, the Dean of Students, or designee, will decide, at their sole discretion, whether a DHB member or Investigator can be impartial and will remove anyone whom they determine is unable to be impartial or respectful of the confidentiality of the process and the privacy of the individual(s) involved. The decision of the Dean of Students, or designee, is final. The Dean of Students, or designee, will provide training and orientation sessions for the DHB and Investigator pool at least annually.

Three (3) members of the DHB pool will be called to sit on a DHB panel based on availability, impartiality, and experience.

An Investigator will be called to investigate allegation(s) involving sexual assault, non-consensual sexual contact, intimate partner violence, sexual misconduct, stalking and/or retaliation. An Investigator will be called to investigate a report based on availability, impartiality, and experience.

The Complainant(s) and Respondent(s) will have the opportunity to ask questions to the other party via the Investigator and DHB. If a student wishes to question another student, questions can be provided in writing or verbally to the Investigator or DHB. The Investigator or DHB has discretion regarding the relevancy of questions submitted by either party and will determine if the questions are appropriate to ask.

Prior to a DHB proceeding, the investigation process will take place. Taking time to establish the facts behind disciplinary allegations can help to ensure a fair process for the respondent and complainant. Both the respondent and the complainant will have the opportunity to identify potential witnesses and to provide information to the investigator. The Investigator shall have the discretion to interview any potential witnesses as needed, including

witnesses the investigator identifies through the course of their investigation. The Investigator may determine that not all identified witnesses need to be interviewed if the Investigator determines that they have sufficient information to complete their report or if the Investigator determines that information that would be provided by additional witnesses would merely be cumulative. The Investigation Report will include information and witness statements that the Investigator has determined to be relevant to the allegations, including information that may have been provided by the respondent, the complainant or otherwise developed through the investigation process. Both respondent and complainant will have the opportunity to review the report in advance of the hearing. This report is also shared with the DHB in advance of the hearing.

Once the Investigation Report is complete, the report is sent to and reviewed by the Dean of Students or designee, whose responsibility is to review the full report for specific violations of the Student Handbook based on the final report.

The Respondent(s) and Complainant(s) will be notified, in writing, of the updated violation notice also referred to as a hearing notice which will provide a date and time for the parties to meet individually with the DHB.

Each DHB proceeding will have a facilitator whose role is to ensure compliance with the process and procedures outlined below:

- DHB panel proceedings are closed to all parties except the individual student(s), the DHB panel, the facilitator, the investigator, witnesses, the respective student's' advisor(s), and a note-taker.
- The facilitator will convene the DHB panel and will introduce the DHB panel to the participating student and explain the hearing process.
- The facilitator will read the alleged violation(s) of the Code or other College policy.
- The complainant and respondent (if available) will be invited separately to the DHB, regarding the allegation(s) of the complaint.
- The facilitator will read aloud any changes that have been made since the DHB's receipt of the written investigation report.
- The facilitator will then ask the participating student if they have any additional questions of the investigator about the report.
- The facilitator will ask the participating student if they are comfortable responding directly to questions posed by the DHB, or if they prefer to defer to the Investigator.
- As the DHB panel deems appropriate to the case, the panel may invite and ask clarifying questions of witnesses identified by either the complainant and/or respondent. All participants (complainant, respondent, and their respective advisors) must be available for recall by the DHB panel for additional questioning until the facilitator excuses them.
- After the DHB panel has asked all questions, and if the participating student chooses, they may make a closing statement to the DHB panel. The purpose of the closing statement is to provide the DHB



with information that the complainant or respondent would like the DHB to consider in making its decision regarding responsibility. Statements may be oral, written, or both.

- The complainant(s) and respondent(s) will be given the opportunity to phone, video, or conference call into the hearing of the other student. If both parties agree in advance, the Dean of Students, or designee, will arrange for both parties to be present at the hearing. If the student observing the hearing requests to pose questions of the participating student, the DHB will take a break to review questions submitted and determine relevancy.
- The facilitator excuses the respondent from the proceedings after they make their closing statement to the DHB panel.
- The facilitator excuses the complainant from the proceedings after they make their closing statement to the DHB panel.
- The DHB panel will then meet in private and, based on the investigation and interviews, will deliberate on the information provided and determine an appropriate finding and if there is a finding of responsibility, impose sanctions.
- The outcome will be communicated to the respondent and complainant in writing generally within seven (7) business days; however, unavoidable delay in providing notice of outcome is not an available ground for appeal.

**E. Rights of the Individual Alleging the Violation/Complainant**

- The right to make a complaint (or not to file a complaint), which will initiate the student discipline process.
- The right to an advisor who will assist the individual through the student discipline process.
- The right to confidentiality of the student discipline process to the extent possible (see above)
- The right to have a complaint resolved without discrimination on account of his/her actual or perceived gender, race, religion, age, national origin, ethnicity, disability, veteran's status, sexual orientation, marital status, gender identification or any other basis prohibited by law.
- The right to access the discipline file, including all statements submitted in the hearing proceedings, except as prohibited by FERPA or other federal, state, or local law.
- The right to receive a copy of any statement by the Disciplinary Hearing Board accompanying its determination.
- The right to appeal a finding of violation of the Student Code Conduct or sanctions imposed.
- The right to request a change of on-campus residence.
- The right to request academic schedule adjustments.
- The right, in a case of dating violence, domestic violence, or stalking, to request assistance with work or transportation adjustments.
- The right to on-campus emergency counseling sessions with a member of the Counseling and Psychological Services staff.
- The right to seek off-campus medical and counseling services.
- The right to seek anonymous assistance from the CARE Line.

- The right to seek confidential support and advocacy from the Director of Sexual Assault Prevention.
- The right to seek confidential support from a member of the Counseling and Psychological Services staff in a client relationship, or a priest in a confessor relationship.
- The right to request an on-campus no-contact order for the respondent as an interim measure through the student discipline process.
- The right to file a police report and take legal action separate from and/or in addition to student discipline action.

#### **F. Rights of the Respondent**

- The right to receive written notice of charges accepted by the Office of Community Life.
- The right to access the discipline file, including all statements submitted in the hearing proceedings, except as prohibited by FERPA or other federal, state, or local law.
- The right to be considered not to have violated the Student Code of Conduct until found in violation of the Code after an opportunity to be heard.
- The right to an advisor who will assist the individual through the student discipline process.
- The right to confidentiality of the student discipline process to the extent possible (see above).
- The right to have a complaint resolved without discrimination on account of his/her actual or perceived gender, race, religion, age, national origin, ethnicity, disability, veteran's status, sexual orientation, marital status, gender identification or any other basis prohibited by law.
- The right to receive a copy of any statement by the Disciplinary Hearing Board accompanying its determination.
- The right to appeal a finding of violation of the Student Code Conduct or sanctions imposed.
- The right to on-campus emergency counseling sessions with a member of the Counseling and Psychological Services staff.
- The right to have confidential communications with a member of the Counseling and Psychological Services staff in a client relationship, or from a priest under the protection of the confessional.
- The right to seek outside counseling support.

#### **G. Sanctions**

Sanctions are assessed in response to the specific conduct, the student discipline history of the respondent and in keeping with the policies and procedures described in this handbook so that the student's educational growth and personal development may take place. The assessment of sanctions within the student discipline process is itself part of the College's educational mission and process, even in the case of the sanction of Expulsion. The sanctions are determined taking into consideration a respondent's prior conduct history, the nature of the violation, and the impact or harm to the community. The College is intentional to infuse principles of restorative justice into sanctioning which will allow the student to address any harm they may have caused.

The following sanctions may be imposed upon any student found to have violated the Code (more than one of the sanctions listed below may be imposed for any single violation and note this is not an exhaustive list but rather the most commonly used sanctions):

1. **Warning:** A notice in writing to the student or student organization that the student is violating or has violated the Code or other College policy.
2. **Loss of Privileges:** Denial of specified privileges for a designated period of time. Examples include, but are not limited to, guests, computer use, housing selection, dining, participation in athletics, student government, co-curricular activities, on- campus student employment, recreational and/or social activities.
3. **No Contact Directive:** A no contact directive, specific to a person and/or location, prohibits a student from having direct or indirect communication or contact with a specified person; including, but not limited to in person communication, electronic communication, mail, and/or third-party communication.
4. **Loss of Recognition:** The College may de-recognize student organizations for a specific time period or permanently. In the case of the former, the time period and conditions for reapplying for recognition and resumption of the associated privileges will be outlined.
5. **Fines:** As appropriate to the violation, a fine may be imposed.
6. **Restitution:** Students or Student Organizations may be required to make payment to the College for loss, damage, or injury incurred as a result of a violation. Once restitution is satisfied, the student must provide documentation to the Dean of Students or designee.
7. **Parental Notification:** Parents/guardians of a student who is under the age of 21 and found responsible for an alcohol or other drug violation may be notified by the Dean of Students, or designee, in the form of a letter under certain circumstances.
8. **Programs/Projects/Activities:** Programs/Projects/Activities that help the student understand the inappropriateness of the conduct and designed to help the student become more aware of the Code and other College policies. Examples include, but are not limited to, reflection papers or assignments, online programs, letters of apology, service to the College or an off- campus resource, or other related educational assignments.
9. **Health/Counseling Assessment:** Referral to the Health and/or Counseling and Psychological Services and completion of assessment and any recommended treatments.
10. **Restricted Access:** Conditions imposed on a student that specifically dictate and limit his/her future presence on the campus and/or participation in College sponsored activities. The restrictions will be clearly defined and may include, but are not limited to, presence in certain buildings or locations on the campus or a no contact order forbidding the student from contact with another member of the community.
11. **Residence Hall Relocation:** A student may be relocated to another College residence hall or room.
12. **Residence Hall Suspension:** The removal of the student from College housing (without refund) for a defined period of time after which the student is eligible to apply for readmission to College housing. During the period of Residence Hall Suspension, the student shall not enter any College residence hall except to conduct College related business with an office located within a residence hall.

13. **Stayed Residence Hall Suspension:** When the nature of the violation is serious enough that Residence Hall Suspension is warranted but there may be factors and/or conditions that support allowing the student to remain in College housing, without endangering the health or safety of the student or other student(s), the sanction of Residence Hall Suspension may be placed in stayed status for a defined period of time. If the student is found in violation of the Code or other College policy during the time of stayed status, removal from College housing (without refund) takes effect immediately without further review. The student is also subject to additional sanctions appropriate to the new violation.
14. **Residence Hall Expulsion:** The student is permanently removed from College housing (without refund) and may not enter any College residence hall except to conduct College related business with an office located within a residence hall.
15. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
16. **College Suspension:** Separation of the student from the College (without refund) for a defined period of time, after which the student is eligible to apply for readmission. Readmission is not guaranteed. During the suspension period, the student is not permitted on campus and shall not participate in any off- campus College sponsored /affiliated activity.
17. **Stayed College Suspension:** When the nature of the violation is serious enough that College Suspension is warranted but there may be factors and/or conditions that support allowing the student to remain in the College, without endangering the health or safety of the student or other student(s), the sanction of College Suspension may be placed in stayed status for a defined period of time. If the student is found in violation of the Code or other College policy during the time of stayed status, removal from the College (without refund) takes effect immediately without further review. The student is also subject to additional sanctions appropriate to the new violation. A stayed College suspension is not available when a mandatory minimum sanction is required under College policies (see e.g., the Sexual Assault and Sexual Misconduct Policy).
18. **College Expulsion:** Permanent separation (without refund) of the student from the College prior to the actual physical receipt of the College diploma. A student who is expelled will not be eligible to receive an academic degree from the College at any time. The student is not permitted on the campus and shall not participate in any off-campus College sponsored/affiliated activity. The College may rescind a College degree following the awarding of a College diploma, or may withhold the awarding of a degree pending the outcome of the student discipline process for a violation of the Code or other College policy, that does, or would have the potential to, result in the sanction of Expulsion. The sanction of Expulsion is noted on the student's academic transcript. Expulsion is not considered to be punitive or a deterrent in the criminal or civil sense, but rather a determination by the College that the student has demonstrated by his/her conduct that he/she is unqualified to continue as a member of the College community.
19. **Withholding Degree:** The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code, including the completion of all sanctions imposed, if any.

## **H. Interim Sanctions including Suspension of Privileges and No Contact Directive**

An Interim Sanction can be either an interim measure and/or an interim protection. In certain circumstances, the Dean of Students, or designee, may impose an interim sanction suspending select College privileges and/or a no contact directive.

Interim sanctions including interim suspension of privileges and/or a no contact directive may be imposed:

1. In instances where it is determined that a student poses a potential threat to another; or
2. To ensure the safety and wellbeing of members of the College community or preservation of College property; or
3. To ensure the student's own physical or emotional safety and wellbeing; or
4. If the student poses a threat of disruptions or interference with the normal operations of the College.

Every attempt will be made by the Dean of Students, or designee, to meet as soon as possible with the student before implementing any interim sanctions. The decision will be communicated in writing to the student.

During the interim sanctions, a student may be denied access to the residence halls, other campus facilities, and/or to the campus (including classes), and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate. An interim measure may also involve changes to academic and extracurricular activities, housing, transportation, dining, and/or working situations as appropriate.

The no contact directive, specific to a person and/or location, prohibits a student from having direct or indirect communication or contact with a specified person; including, but not limited to in person communication, electronic communication, mail, and/or third-party communication.

The interim suspension of privileges or no contact directive does not replace the regular student discipline process, which shall proceed on the normal schedule, if required.

The interim suspension of privileges and/or no contact directive shall remain in effect until the Dean of Students, or designee, determines that the reason for imposing the suspension or no contact directive no longer exists or the proceeding concludes which will determine what if any sanctions, will be imposed.

## **I. Appeals**

Students who have violated the Code of Conduct, as determined by PCC, AHO or DHB may appeal the decision and or the imposed sanction within (5) days from the date that the Outcome Letter is sent. If the student does not submit an appeal within the prescribed time, the sanctions(s) will be applied, no appeal will be considered and the matter will be concluded. The decision of the Disciplinary Hearing Board (DHB) regarding responsibility of violations of intimate partner violence, non-consensual sexual contact, sexual assault, sexual

misconduct, and/or stalking may be appealed by the Respondent or Complainant within five (5) business days of the decision.

The purpose of the appeal is not to rehear the underlying student discipline case. The sole purpose of an appeal is to determine if there is, in the first instance, sufficient information based on the written record before the Appeal Officer or Appeal Board to establish its jurisdiction to consider and decide the appeal and, if so, thereafter, to determine whether the information submitted by the student states sufficient grounds (see below) to grant the appeal and take any of the actions described below.

Only one appeal is permitted. Such appeals shall be submitted in writing, signed by the student and shall be delivered to the Dean of Students, or designee. The appeal may only be authored, signed, and submitted by the student and shall consist of:

1. A completed Appeal Request Form (available in the Office of the Dean of Students and the Office of Community Life or on the Community Life website), and
2. A statement outlining and supporting the specific basis upon which the student is appealing. It is the responsibility of the appealing student to clearly and specifically explain and support in their written statement the grounds on which they are appealing.

*Grounds for Appeal* - An appeal must be based on one or more of the following grounds or it will not be accepted and considered:

1. A process or procedural error was made that was significantly prejudicial to the outcome of the hearing as it affects the student appealing.
2. New information that was not available or known to the student appealing at the time of the hearing has arisen which, when considered, may materially alter the outcome. NOTE: Information that the appealing student chose not to present at the time of the hearing is not considered new information.
3. The severity of the sanction imposed was not appropriate based on the section of the Code or other College policy which the student was found to have violated.

If an appeal is received from either the complainant or the respondent in cases of intimate partner violence, non-consensual sexual contact, sexual assault, sexual misconduct, and/or stalking, the Dean of Students, or designee, will notify, in writing, the non-appealing student within five (5) business days of receipt of the appeal that an appeal has been filed and the ground(s) upon which the appeal has been made. Within five (5) business days of such notification, the non-appealing student may submit a written statement to the Dean of Students, or designee, that they wish to be considered by the Appeal Board.

Any person who is a member of the Disciplinary Hearing Board may also serve on the Appeal Board or as an Appeal Officer, but may not be one of the three (3) original DHB panel members or facilitator. The Dean of Students, or designee, determines who will serve on the Appeal Board or as an Appeal Officer. An Appeal Board shall be composed of three members of the DHB pool.

For Peer Conduct Council or Administrative Hearing Appeals, the Dean of Students or designee will serve as the Appeal Officer.

The Appeal Board or Appeal Officer will not meet with the students or rehear the case. The Appeal Board or Appeal Officer will consider the merits of an appeal on the basis of the information provided in the Appeal Request form, the student's written statement, character testimonies, the written record of the case, and the student's entire discipline record.

During the consideration of a request for an appeal, sanctions assessed by the hearing officer, Peer Conduct Council or DHB shall not be in effect. However, the Dean of Students, or designee, may impose conditions or continue existing conditions governing the respondent's continued relationship with the College during the appeal process.

*Responses to Request for Appeal* - Based on the information provided in the Appeal Request form, the student's written statement, character testimonies, the written record of the case, and the student's entire discipline record, the Appeal Board or Appeal Officer will:

1. Reject the appeal if it finds the basis for appeal unsubstantiated; or
2. Reject the appeal if it finds that any procedural errors were minor in nature and would not have altered the outcome of the hearing or the sanctions imposed; or
3. Modify the sanction(s) if they are found to be inappropriate; or
4. Remand the case to the original hearing officer, Peer Conduct Council or DHB for further consideration (which may include but does not require a rehearing of the entire matter) if a procedural error or new information, as defined above, has arisen. In such cases, the same hearing officer, Peer Conduct Council or DHB who originally heard the case shall reconvene as soon as possible. If the hearing officer or a member of the original Peer Conduct Council or DHB is no longer available, the Dean of Students, or designee, will appoint another hearing officer, or in the case of the unavailability of one or more of the Peer Conduct Council or DHB members, they will select additional Peer Conduct Council members or DHB members from the Peer Conduct Council and DHB pools.
5. Remand the case to a new hearing officer, Peer Conduct Council or DHB for further consideration where substantial procedural error is determined to have unfairly influenced the hearing.
6. Alter the decision of the hearing officer, Peer Conduct Council or DHB panel and associated consequences/sanctions.

The Appeal Board or Appeal Officer deliberates in private. The Appeal Board or Appeal Officer is required to indicate their decision and identify rationale for that decision via letter. The appeal decision will be communicated to the respondent in writing (and to the complainant for violations of intimate partner violence, non-consensual sexual contact, sexual assault, sexual misconduct, and/or stalking), usually within 3-5 days after a decision has been reached.

Decisions rendered by the Appeal Board or Appeal Officer are final and not subject to further appeal. Cases sent back to a hearing officer, Peer Conduct Council or DHB or other step in the Student Conduct process are not eligible for a second appeal.

#### **ARTICLE V: INTERPRETATION AND REVISION**

1. Any question of interpretation or application of the Student Code shall be referred to the Dean of Students, or designee, for final determination.
2. The Student Code shall be reviewed every two (2) years under the direction of the Dean of Students.

#### **ARTICLE VI: RECORD RETENTION**

Discipline records are maintained by the Dean of Students, or designee, and are kept for seven (7) years after the resolution of the incident. After seven years, student discipline records are purged except for circumstances that resulted in a student's separation from the College. In these cases, the College permanently maintains the records of those students who are expelled, suspended or separated from the College. Students are responsible for updating directory information, including address, with the Office of the Registrar.